LEARNING CONTRACT

THIS LEARNING CONTRACT BETWEEN _____
(Student Name and Number)

and _____ will be in effect from _____ to _____.
(Company) (Beginning date) (Ending date)

The Student and Company agree that the objective of this agreement is for the Student to perform the following job-related tasks/responsibilities as part of the learning experience: (Company/Student complete)

1.

2.

3.

4.

5.

6.

The above tasks are to be completed satisfactorily by the Student with sufficient supervision and/or instruction by a member of the _____.
(Company)

These tasks are in accordance with the Student's learning objectives. These are (Student/Company complete)

1.

2.

3.

The Student will not receive any monetary compensation for the work period unless it is so agreed upon by both the Student and the Company. The Student agrees to work as a student trainee for the following time period: (Company lists dates, times, and/or hours as agreed)

Dates and Times: _____

_____

Hours: **200 Work Experience Hours**

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The Company agrees to evaluate the Student's performance periodically and make constructive criticisms so that the Student will benefit from the work experience while also being of value to the Company. It is agreed and understood that the Company is responsible for supervising the activities of the Student. The school does not in any way control the activities nor dictate the learning objectives of the Student. Upon completion of the Student's work experience term, a Student Performance Evaluation (supplied to the Student) will be completed and forwarded directly to the school. The evaluator or designated person will go over this Evaluation with the student so that it will also become a learning tool for the student. It is understood and agreed that the Company may retain this Student as a permanent employee upon completion of the training period without any compensation being due the school. It is also understood and agreed that Penn Foster, Inc., 925 Oak Street, Scranton, PA 18515 is acting only as the facilitator of this work experience for the Student and is not acting as an agent, contractor, or employer for this Student. It is agreed that either party can terminate this contract at any time without further liability. It is further agreed and understood that the student has no malpractice or liability insurance nor does any school insurance cover the student or employer.

A signed copy of this agreement is to be retained by the Student and the Company. A copy is to be forwarded to the school at the stated address to establish a record for the Student's work experience.

_____Student _____Company
_____ Student Number Representative

Dated this _____ day of _____, _____, at _____ located at

(Month) (Year) (Company)
_____ in _____.

(Address) (City, State/Province, Zip/Postal Code)

WITNESS :

_____

_____